



CONSTANCE A. KAPLAN
SUPERVISOR OF ELECTIONS
MIAMI-DADE COUNTY, FLORIDA
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March 25, 2004

Ms. Conchita H. Alvarez, CMC, Village Clerk
Village of Key Biscayne
85 West McIntyre Street
Key Biscayne, Florida 33149

Dear Ms. Alvarez,

As you know, in January 2002, Miami-Dade County purchased an Electronic Voting System for use in all county elections. This equipment has proven to be quite voter friendly, although, a complex system to administer.

Last March my office contacted you to advise you of the necessity of scheduling your primary and regular elections two weeks apart. At that time, it was felt that two weeks between elections would provide adequate programming time. This was a premature assumption by the Elections Department. A minimum of three weeks between elections is essential to ensure that absentee ballots are available for mailing, early voting locations (if requested) are established, and the iVotronic equipment is properly programmed, proofed, and tested.

I realize that you may need to amend your charter and I am available to discuss election scheduling and election costs at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads 'Constance A. Kaplan'.

Constance A. Kaplan
Supervisor of Elections

CAK/tmm

c: George M. Burgess, County Manager
Alina Hudak, Assistant County Manger
Murray A. Greenberg, First Assistant County Attorney
Susan Torres, Assistant County Attorney
Jeff Ehrlich, Assistant County Attorney